Cash Book Request Aging Report

Report Module Guide: Cash Book Request Aging (CBR Aging)

Module Location

Finance > Reports > Cash Book Request Aging Report

Module Objective

The **Cash Book Request Aging** report module is used to generate an aging report of all **Cash Book Requests** that are still outstanding (unresolved). This report is crucial for monitoring cash advances given to employees and for identifying which requests have passed the deadline for submitting an accountability report (SPJ).

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Request For**:
    - Select **All** to display all requestors, or **Select** to choose a specific requestor.

- **As of**:
  - Specify the reference date ("as of" date) for the calculation of the request's age.
- **Aging Period**:
  - Set the time range for each aging bucket in the report, for example, 1-30 days, 31-60 days, 61-90 days, and so on.
- **Type**:
  - Select **Summary** to see totals per requestor, or **Detail** to see the breakdown per request document.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the reference date and the aging ranges.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the cash request aging report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of outstanding cash requests, classified by their age since the request date.

This report displays:

- The **Requestor's Name** (labeled as Customer Name in the example).
- The **total amount** of outstanding requests (labeled as Invoice Amount in the example).
- A breakdown of that total amount into the **aging columns**, such as **1 - 30, 31 - 60, 61 - 90,** and **>90** (more than 90 days).

Tips & Important Notes

- Use this report to **follow up with employees** who have not yet submitted their accountability report (SPJ) for the cash advance they received.
- This report is a crucial **internal control tool** for Finance Management to manage cash that is outstanding outside of the cashier/bank.
- This report's data comes from the **Cash Book Request** module for requests whose status has not yet been closed by the **Cash Book Request Declaration** module.

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